Remote Access
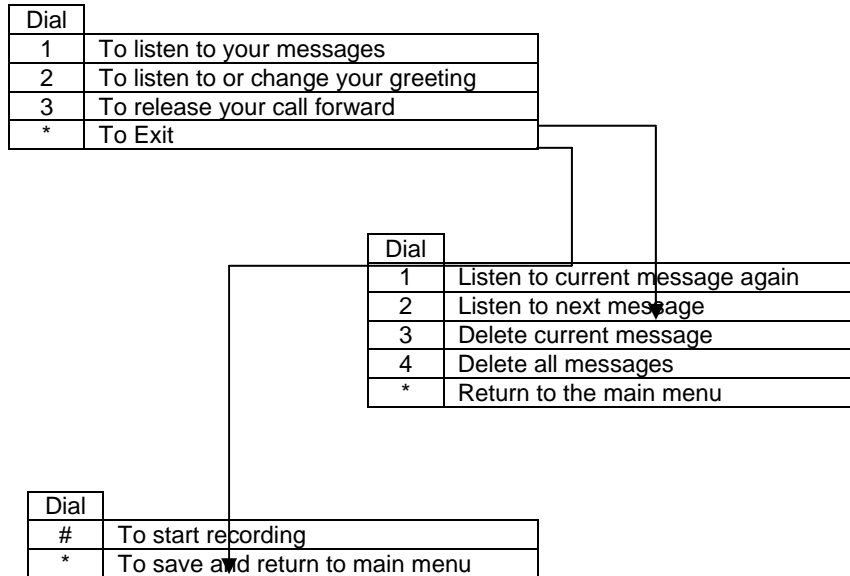
To access your messages remotely from outside the office. Dial your own DDI number, or have the operator transfer you to your own extension.
When you hear your own personal greeting dial *, dial your password when prompted.
The system will then tell you if you have any messages. From this point you have access to the menu shown below.

Dial	
1	To listen to your messages
2	To listen to or change your greeting
3	To release your call forward
*	To Exit

Dial	
1	Listen to current message again
2	Listen to next message
3	Delete current message
4	Delete all messages
*	Return to the main menu

Dial	
#	To start recording
*	To save and return to main menu

It is not possible to copy (forward) messages when using remote access.

LG-NORTEL

Micron Communications

Quick User guide

For

ipLDK

Voice Messaging

To Record Your Personal Greeting

At a Keyphone :
Press the TRANS/PGM button, dial 61, dial #, Record your greeting,
Press the HOLD/SAVE button when finished.
To erase your greeting:
Press the TRANS/PGM button, dial 66
At an ordinary telephone :
Dial 563, dial 61, dial #, Record your greeting, Hang up when finished.
To erase your greeting :
Dial 563, dial 66.

To Forward your Calls to your Personal Greeting

At a Keyphone :
Press the Speaker button,
Press the DND/FWD button,
Dial a single digit for the forward type,
Dial #
To remove your call forward :
Press the Speaker button, Press the DND/FWD button,Dial #

At an ordinary telephone :
Dial 554, Dial a single digit for the forward type,
Dial #
To remove your call forward :
Dial 554#

Forward Types

1 – Your calls will forward without ringing your telephone.
2 – Your calls will forward only when your telephone is busy.
3 – Your calls will ring at your telephone and forward if you do not answer.
4 – Your calls will forward if you are busy or do not answer.

Copying (Forwarding) Messages

At a Keyphone :
Whilst listening to a message press the programmed key for the person you want to forward the message to. If you do not have a programmed key, dial the extension number of the person you want to forward the message to.
At an ordinary telephone :
Whist listening to the message, dial the extension number of the person you want to forward the message to.

Retrieving Your Messages

At a Keyphone :
If you have a message your CALL BK button will be flashing.
At a 2 or 8 button keyphone, without a CALL BK button, the MSG lamp will light.
To retrieve your messages press the CALL BK button.
If you have no CALL BK button, dial 557.
[to repeat a message press the CALL BK button]
[to delete a message press the CONF button]

At an ordinary telephone :
If you have a message you will hear broken dial tone when you lift your handset. You may also have a message waiting lamp on your telephone.
To retrieve your message dial 557.
[to repeat a message dial #3] [to listen to next dial #2] [to delete a message dial #1]

At a System DECT Handset :
Press the green (handset) button,
Press the CallBack button to hear message (marked PWR)
To hear the next message press Hold (marked I)
To delete the current message press Flash (marked C/R)

When retrieving your messages you may be asked to enter a password. This is your personal password and can be 3 to 12 digits long. If you wish to use this facility for security it must be enabled by a system engineer.
All messages will be date and time stamped. If you wish this stamping to be disabled this must be done by a system engineer.
For variable length passwords use the # key to terminate the entry.

Setting your Password

At a Keyphone :
Press the TRANS/PGM button, dial 31,
Dial a password, press the HOLD/SAVE button.
To change your password :
Press the TRANS/PGM button, dial 32,
Dial your existing 5 password, dial your new password,
Press the HOLD/SAVE button.

At an ordinary telephone :
Dial 563, dial 31, dial a 5 digit password, press your recall button.
To change your password :
Dial 563, dial 32, dial your existing password,
Dial your new 5 password, press your recall button.

Passwords will be 5 digits long in default, but can be set to between 3 and 12 digits long.
If you require this option please contact your system administrator.